



SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS

INDIANA UNIVERSITY

Master of Arts in Arts Administration – Practicum Guidelines

Practicum Component

The practicum component is designed to give hands-on managerial and administrative experience through three (3) fifty-hour projects with professional arts organizations on campus or in the Bloomington community. Practicum projects can be completed at any time throughout the three semesters of coursework.

It is recommended that practica are completed in **different venues and in varying positions**. Additionally, practicum projects should be designed outside of the organization or department where the student is working in a paid position.

Guidelines for International Students:

International students of the MAAA Program must meet with Assistant Director, Megan Starnes, prior to beginning a practicum. Students will have to apply for Curricular Practical Training (CPT) and must submit an electronic request to the Office of International Services (OIS). For more information on CPT, please click [here](#).

To complete a practicum project:

1. **Find a practicum.**
 - Visit the MAAA website. Available practica will be posted daily.
 - There is a list of arts organizations that students have worked with in the past; you are free to contact them at any time.
 - If there is an arts organization not on the list, feel free to make contact with them to design a project.
2. **Make contact with the organization and agree on a timeline for the project.**
3. **Submit a practicum proposal.**
 - Complete the proposal form on the program website.
 - Practicum projects are subject to approval and should not be started until authorization is given.
4. **Complete the practicum.**
 - You are responsible for tracking your hours; each project must involve at least 50 hours of experience.
5. **Submit a final report**
 - Complete the evaluation form on the website and upload your final report.

- The report should be 1-2 pages in length and include:
 - A brief description of the practicum and your role or responsibility with the project
 - An outline of the completed tasks
 - A summary of the skills you have acquired through the project
 - The challenges and successes of the project

6. Request a written evaluation from your supervisor.

- The supervisor should complete the evaluation form found on the program website.

The practicum component will be considered complete when all documentation (proposal, final report, and supervisor evaluation) has been submitted for each of the three required projects and the student has registered for AADM-Y 550. For further advising on the practicum component, please make an appointment with Megan Starnes in the Masters Program Office (MPO) – SPEA 260.